



CITY OF ATLANTA

Job Announcement

MAINTENANCE INFORMATION SYSTEMS SUPERVISOR

STARTING SALARY: \$38,462

Negotiable up to \$52,419 based on qualifications

Salary Grade: 18

Applications Accepted From: April 10, 2006 until Vacancy is filled

Minimum Job Requirements

Persons applying must have a high school diploma or GED and six (6) years experience in computer operations, computer programming and/or water distribution which includes two (2) years of supervisory experience. Equivalent combination of training and experience will be determined under prescribed guidelines.

Duties of the Job:

The purpose of this job is to maintain and support the maintenance information system for an assigned department. Duties include, but are not limited to: managing maintenance information system, assisting and training users; and preparing reports. Duties and responsibilities include the following: supervises, directs and evaluates assigned staff. Handles employee concerns and problems; directs work, counsels, disciplines and completes employee performance appraisals; designs, implements, and maintains maintenance information system and related software programs; performs trouble-shooting of maintenance information system; coordinates with operations and maintenance manager to determine plant priorities; [provides technical assistance in the operation of maintenance information system and trains personnel in system access and software usage; prepares reports, forms, and other documents related to the maintenance information system.; develops and maintains job plans, maintenance schedules and related files.

To Apply For This Job

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday.

Resumes will not be accepted in lieu of application.

Apply at: Department of Human Resources. 68 Mitchell Street SW, Suite 2107, Atlanta, GA. 30303

Phone: (404) 330-6369 www.atlantaga.gov FAX: (404) 658-6157

Affirmative Action/Equal Opportunity Employer

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

The hiring authority will contact only those applicants they deem most appropriate for the position. Letters will not be mailed to individual job applicants.

APPLICANTS WHO MEET THE ABOVE REQUIREMENTS ARE PLACED ON THE ELIGIBLE REGISTER IN THREE CATEGORIES: QUALIFIED, WELL QUALIFIED, HIGHLY QUALIFIED.

The Examination For This Job Will Consist Of An Evaluation of Applicant Training And Experience.

4/06/2006

313015

PS#:002785